

Southbridge Supplementary Regulations

January 19, 1999	Election Rules	<p><u>ELECTION TIMETABLE</u></p> <ul style="list-style-type: none">• An election for the elected members of the Southbridge Retirement Board must take place at the end of each board member's three-year term or upon a vacancy caused by resignation or death of an elected member. The notice of election shall be posted 90 days prior to the election• If the retirement board misses the 90-day notice period, the board may write to PERAC for approval of a supplementary regulation authorizing the use of a reduced notice period. Upon review of all the facts, PERAC may approve a supplementary regulation, which authorizes a notice period less than 90 days but greater than 45 days. If a term expires in less than 45 days, the elected member shall continue to serve beyond the time of his/her term until a new member is elected• <u>POSTING OF THE ELECTION NOTICE</u>• The Southbridge Retirement System shall mail a notice to each member (active, retired, and inactive)• The election notice must include the date, time and manner of the election and shall describe nomination and election procedures• <u>APPOINTMENT OF ELECTION OFFICER</u>1. The Southbridge Retirement Board shall appoint the Executive Secretary of the retirement board as election officer to coordinate all election activity. Any person who is aggrieved by a determination made by the election officer may appeal to the retirement board• <u>ELIGIBILITY TO SERVE ON RETIREMENT BOARD</u>• Any active or retired member is eligible to serve as the elected member of the retirement system. Individuals receiving non-contributory pensions (because their allowance is paid by the community and not the retirement system) or individuals receiving survivor benefits are NOT eligible to run for the position• <u>NOMINATIONS</u>• Any active or retired member may qualify as a candidate by filing with the retirement board nomination papers containing the signatures and addresses of at least twenty (20) members of the retirement system. The retirement board shall verify that those signing the nomination papers are in fact members of the retirement system. Nomination papers must be signed by the candidate• Any person submitting less than the required number of qualified signatures, shall not be considered a candidate and shall be notified of their failure to qualify. If all
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Southbridge Supplementary Regulations

		<p>candidates fail to meet the nomination requirements prior to the deadline, the nomination period shall remain open until the first Monday following the date the first candidate qualifies</p> <ul style="list-style-type: none">• Nomination papers shall be made available 90 days prior to the election unless a supplementary regulation is approved by PERAC. Completed nomination papers must be submitted no later than 45 days prior to the election• <u>WHEN ONLY ONE CANDIDATE FILES NOMINATION PAPERS</u>• When only one qualified candidate files nomination papers, said individual shall be declared the winner and an election need not be held. Notice to PERAC of the new or reelected member must be provided• <u>ELECTION BALLOT</u>• If more than one candidate qualifies, an election ballot must be prepared. The order of the names on the ballot must be determined by a random drawing. The random drawing shall be done by the election officer and will be accomplished by placing the names of qualified candidates into a container and drawing one at a time. The incumbent (if there is one) has the right to be identified as such on the ballot• <u>CONDUCTING THE ELECTION</u>• The Southbridge Retirement Board shall conduct their elections by mail; all active, inactive and retired members shall be mailed a ballot. In addition to the ballot, the election package shall include a return envelope, which contains a space where the voter must sign his or her name to indicate that he/she is a qualified voter. The return envelope will also contain a space for the return address in the upper left-hand corner. The Southbridge retirement system shall not provide postage on the return envelope.• To ensure that voters cannot be identified, the Southbridge Retirement Board shall include a separate inside envelope in which the ballot will be placed. The sealed ballot envelope (which contains no signature) is then placed inside the outer envelope, which the member must sign. Upon receipt of the ballot by the election officer, the outer envelope is used to verify the voter; the outer envelopes will then be sorted between active, retired, and inactive members and then placed in alphabetical order. On election day, the outer envelope will be opened and the sealed ballot envelope will be placed in a ballot box• <u>COUNTING OF BALLOTS</u>• Only the election officer (Executive Secretary) or his/her designee shall count ballots. The retirement board shall notify all candidates in advance of the time and place of the ballot tabulation. The candidates or their representatives may be present and may observe the counting process
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Southbridge Supplementary Regulations

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July 30, 1999	Buy-Backs	In all cases involving part time, stipend, provisional, temporary provisional, seasonal, or intermittent employment or service of any employee in any governmental unit [prior to membership], said [member] shall be entitled to buy back said service, provided that (1) said [member] was later appointed to full time service, (2) said [member] worked at least 20 hours per week, (3) said [member] pays back into the system an amount equal to that which would have been deducted from wages plus interest. The Southbridge Retirement Board shall determine how much service in any calendar year is equivalent to a year of service.
August 27, 1999	Military Buy-Backs	All members who are eligible veterans under Chapter 71 of the Acts of 1996, shall have the following option on the purchase of their military time. Payment shall be made in a lump sum within three (3) years of the date of their application to purchase their military time. Failure to make payment within this time period shall result in forfeiture of the right to purchase such service.